

**LEIGHTON TOWNSHIP  
FACILITY RULES AND REGULATIONS  
4451 12<sup>th</sup> St., Wayland 49348**

**AVAILABILITY:**

The large meeting rooms (capacity seating 125) in the Township Hall is available to rent. All township and library functions have first priority over rentals. The rental must be scheduled in advance and is subject to the following fees, rules, and regulations. The scheduling for the Township room will be done through Township Clerk who can be reached at (616) 892-8238, extension 114.

**FEES: (FOR UP TO A 5 HR. RENTAL PERIOD) - \$15.00 fee for each additional hour**

Two checks are required:

Leighton Township Residents: Rent - \$75, Deposit - \$150.00

Non Residents: Rent - \$150, Deposit - \$300

Both Facilities Resident: Rent - \$120, Deposit \$250

Both Facilities Non-Resident: Rent - \$250, Deposit \$500

AV equipment is available to residents for an additional \$25 rent and additional \$50 deposit

AV equipment is available to non-residents for an additional \$25 rent and additional \$50 deposit

The Deposit will be returned if the conditions of this agreement are met.

**RULES AND REGULATIONS:**

1. No alcoholic beverages may be served or consumed on the property (inside or outside).
2. No red punch may be served in the building.
3. No food shall be prepared in the building. With the approval of the Board, grills or other food preparation equipment may be used outside of the building.
4. No smoking is allowed in the building.
5. No animals are allowed in the building without the approval of the Board.
6. Non-profit groups or organizations, as recognized by the Federal Government, may use the facility and may request a waiver of fees. But must sign the rental agreement to secure the date and time. The space must be returned to its original condition.
7. The facilities may not be used for gambling.
8. Nails, tacks, tape, or other adhesives may not be used on the walls, windows, partition wall or ceiling of the building.
9. Anyone using the facilities is responsible for removing garbage from the facility. Tables and chairs must be returned to their original locations.
10. The building must be returned to its original condition by 10 PM of the day of use.
11. Anyone using the facilities will be billed for any cost for cleaning, repairs, garbage removal, or other expenses incurred by the owner related to the use of the buildings and grounds not covered by the deposit.
12. The partition wall is locked. Make no attempt to open it or place tables against it.
13. The Township/Library is not responsible for articles left on the premises.

**A SIGNED APPLICATION FORM AND PAID FEES ARE REQUIRED TO SECURE RENTAL**